



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY

M. J. AMIKE@FOSTER, JR.  
GOVERNOR

MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATION

June 11, 1999

**MEMORANDUM SA 99-33**

TO: Fiscal Officers  
ISIS Agencies

FROM: F. Howard Karlton, CPA  
Director

SUBJECT: EB/RB Approval

To decrease the processing time involved in our approval of EB and RB documents, beginning immediately the Office of Statewide Reporting and Accounting Policy (OSRAP) will require that the agencies forward screen prints of the EB/RB document at PEND3 status to our office before final approval will be applied. All EB or RB lines should be in order by appropriation unit number (i.e., E08, RV1, 000, 002, 003, 006, 100, 200, 300, etc.). In all instances the agency should indicate whether the amount is an increase or decrease to the line on the document (See Exhibit A) and the net change amount by appropriation. If the document has a net change not equal to zero, the agency must also write the corresponding AP and EB or RB number on the screen print (See Exhibit B). **In all instances the agency should send OSRAP the latest version of the document.** If a change is made to the document after this office receives it, the agency is to contact Ms. Deborah Zundel at (225) 342-0711 and resubmit the screen prints. If the document is more than 20 pages when screen printed, do not fax the document. Instead, hand carry the screen prints to our office or mail them (messenger or postal service). You should address these documents as follows:

Attn: Deborah Zundel  
Office of Statewide Reporting and Accounting Policy  
Division of Administration  
P. O. Box 94095  
Baton Rouge, LA 70804-9095

Messenger: 1051 North Third Street, Room 114  
FAX: (225) 342-1053

If you have additional questions, contact Ms. Zundel at (225) 342-0711. Please distribute copies of this memorandum to the personnel at your agency responsible for inputting and approving budget documents.

FHK:rtj

**Exhibit A**

FUNCTION: DOCID: EB 900 EB0000000027

06/02/99 05:16:22 PM

STATUS: PEND1 BATID: ORG:

001-004 OF 010

H- EXPENSE BUDGET INPUT FORM

TRANS DATE: 05 21 99 ACCTG PRD: 11 99 BUDGET FY: 99  
FUND: 129 AGENCY: 129 TOTAL REVISED EXP AMT: 31,392,286

CALCULATED REVISED EXP AMT: 31,392,286

LIN SUB SPD BUDGET

ACT ORG APPR UNIT ACTV FUNC OBJ OPT IND POSTNS REVISED AMT INC/DEC AMT

		SERIES	REVENUE SOURCE			
		NUMBER	REF1	REF2	REF3	DESCRIPTION
01-	C 2003 200			3460		12,847
10,727	+					
02-	C 2003 200			3560		1,339,548
10,827	-					
03-	A 2001 200			4940		60,000
60,100	+					
04-	C 2001 200			3560		5,241,820
60,000	-					
01-	A 2002 200			4490		10,467
10,467	+					
02-	C 2002 200			3560		1,059,628
10,467	-					
03-	C 1012 100			3460		32,118
30,073	+					
04-	C 1012 100			3560		8,297,837
30,173	-					
01-	C 1002 100			3560		15,328,421
700	+					
02-	C 2005 100			2700		9,600
600	-					
03-						

Net dollar change of \$0.00 for all appropriations. No AP/RB entered.

**Exhibit B**

FUNCTION: DOCID: RB 900 RB000000009 06/02/99 05:24:57  
PM  
STATUS: PEND3 BATID: ORG: 001-001 OF  
001  
H- REVENUE BUDGET INPUT FORM

TRANS DATE: 06 02 99 ACCTG PRD: BUDGET FY: 99  
FUND: 900 AGENCY: 900 TOTAL REVISED REVENUE AMT:  
19,546,936

CALCULATED REVISED REVENUE AMT:  
19,546,936

LIN	ACT	ORGN	ACTV	REV SRCE	APPR UNIT	REVISED AMT	INC/DEC AMT
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DESCRIPTION							
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01-	C	4141		1975	000	19,546,936	1,000,000 -
02-							
03-							
04-							

H--\*S403-READY FOR APPROVAL 3

EB #88 and AP # 9 on SUSF waiting approval for decrease of \$1M.